

FULBRIGHT FOREIGN STUDENT PROGRAM

Instructions for Completing the Fulbright Student Program Application

Fulbright Program Office Contact Information:

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The student application form is located at:
<https://apply.embark.com/student/fulbright/international/>
OR www.iie.org/fulbright/apps

Read all instructions carefully before completing the application

STEP 1: Be sure you understand the program requirements for submitting an application. Grants offered under the Fulbright Graduate Student Program are awarded to qualified university graduates in the humanities and social sciences, who wish to continue their studies in the United States. This is a very competitive scholarship program open to students with an Upper Second Class Honors degree and higher. Consideration will be given only to citizens of Trinidad and Tobago who are graduates of the University of the West Indies (UWI) or other local institution. Grants are not available for graduates in medicine, agriculture and technical fields. Persons with “green cards” (alien registration cards), or who are resident in the United States, are not eligible to apply for these awards. In addition, persons who are already pursuing graduate study in the United States are not eligible to apply. Master’s degree candidates will be given first preference.

APPLICANTS ARE REQUIRED TO SUBMIT THEIR APPLICATION ONLINE AND DELIVER FIVE (5) HARD COPIES OF THE SUBMITTED ONLINE APPLICATION BY THE DEADLINE DATE TO:

**The Public Affairs Section
U.S. Embassy
7-9 Marli Street
Port of Spain**

(Failure to submit the required number of copies can result in those candidates not being considered for the program.)

THE DEADLINE FOR THE RECEIPT OF APPLICATIONS:

July 31, 2005

Short listed candidates will be interviewed by the Fulbright Selection Committee at the U.S. Embassy.

STEP 2: Record user ID and password in a safe place

Your email address is your user ID. When you created an account for this on-line application, you created a password. An e-mail was sent to you indicating your User ID and Password. Keep this information in a safe place. You can log in and out of the application as frequently as you like; however, you must have your user ID and password. While you cannot change your User ID, if necessary, you can change your password by clicking on "Update My Account" at the top of the Home page of this application.

STEP 3: Complete the application

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully.

Some helpful "tips":

- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print. Note this carefully, as information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it.

- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Be sure to review so that you can make sure all of your text is viewable.
- Closing out of the PDF view will bring you back to your application.
- You will create essays on pages 4, 5, and 6. On the essay pages text entered that exceeds the space provided **will display** and print. However, it is recommended that you try to keep your essays to one on one and a half pages when possible.
- You have several ways in which you can create your essays.
 - You can compose your essay on-line. Please note, there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
 - You can copy and paste text from another document and edit online. Again, you will have a 40-minute "time-out" function. You will not be able to customize the formatting.
 - You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
- You can review each of your essays in their HTML format by clicking on the Preview button. **You must use the "Back" browser button to return to your essay.** Closing out of the HTML view will exit you from your application.
- Some questions are 'required.' In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information.

Item 1—Name: : It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also do not use diacritical markings as this can sometimes create computer-related problems.

Item 11—Application Cycle: Select 2006-2007. (Successful candidates will begin study programs in August/September or Fall of 2006.)

Degree Objective: Select one degree from the drop down menu of choices.

Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended even those from which you did not achieve a degree. Please include information regarding secondary institutions as well.

Item 21—Position Code: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item 28—Study/Research Objective: The study/research objective description that you provide is an essential and highly important part of your application. You should take great care to write a clear and very detailed description of the program you want to pursue. Clearly identify the area(s) within your field of study in which you want to specialize or concentrate. If there is specific research that you want to accomplish, please describe.

Item 29—Personal Statement: The personal statement is a narrative statement in which you can include information about your education, practical experience, special interests, career plans, and your purpose in applying for study in the U.S.

Item 30—Additional Information: This is not a required page; however, please see the “Supporting Documents” section of these instructions for an additional sheet which is required for you to complete (It appears on page 4 of these instructions.). On this page, please feel free to use this page to give additional information about yourself. If you intend to pursue a professional degree, e.g. business or law, it is recommended that if you attach a professional resume. If you intend to pursue a theoretical, academic degree, a complete curriculum vitae is useful.

Page 7—Personal Information: The information provided on this form will be used by the Fulbright Program Office and Fulbright administrative agencies for internal purposes only.

Page 8—Personal Financial Information: Since the Fulbright grant that may be awarded to you might only cover a portion of your expenses, you may need to provide funds from your own or other sources. Therefore, please complete this form as completely and accurately as possible based on information that you have at the time of application. If you have a major change in your financial resources while your application is pending, you should immediately inform the Fulbright Program Office.

Page 9—University Preference: It is **not** an expectation that you will have U.S. university preferences. However, if you do, please be specific. Do not just list the name of a university. Provide the name of the department and the specific program within that department in which you are interested. If you have been in contact or

correspondence with a faculty member, please provide the name and contact information for that individual.

You can also use this form to provide other information that is important to you, e.g. climate, large vs. small institution, urban vs. rural location, etc.

If you have applied to a U.S. university within the past three years, please list the programs and the results. If you have letters of admission, letters of invitation, or other correspondence from a school, especially a preferred program, please forward a copy (not the original) of this correspondence to the Fulbright Program Office in your country of citizenship.

STEP 4: Print supplemental forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms. The following forms can be found by clicking on the **Supplemental Forms** button on the Home page of this application.

- a. Letter of Reference/Recommendation:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. All letters of reference should be written by teachers under whom you have studied or pursued research or by someone who has supervised you in work related to your proposed field of study. Letters of reference should not be written by persons related to you either by blood or marriage or by personal friends. At least one academic and one professional or work related letter should be included among the letters. The letters should be written in English if possible. If they are not, an original English translation must be provided.
- Your recommenders have two ways in which they can submit their letters.
 - You can print out the Letter of Reference form and forward to your recommenders who will then complete the forms and mail to your Fulbright Program Office.
 - Your recommenders can complete the forms online and submit electronically. You must click on the **Recommendation** button on the
 - Home page of this application to register your recommenders.
- b. Report on Proficiency in English:** Complete only the top section of this form and have the remaining portion completed by one of the types of certified English language evaluators listed on the form. Your language evaluator should return this form directly to your Fulbright Program Office.
- c. Information Concerning Foreign Student Academic Records:** In order to assist U.S. academic institutions in evaluating more accurately your academic credentials, this form allows you to provide information about the educational and grading system in the country where you did postsecondary study. A separate form should be completed for each college or university attended.
- d. Transcript Release Form (for post-secondary U.S. transcripts only):** This form is needed for those students who
- 1) will be placed in U.S. universities by a Fulbright administrative agency or by the Fulbright Program Office in your home country AND
 - 2) who attended a post-secondary program (undergraduate or graduate) in the U.S. Frequently the fees for acquiring multiple copies of U.S. postsecondary transcripts will be covered by the Fulbright Program. Check with your Fulbright Program Office.
- e. Signature Form:** You must print out, sign, and forward this form to your Fulbright Program Office.

f. PLEASE COMPLETE AND SUBMIT ALONG WITH YOUR APPLICATION.

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Applicant's Name & Mailing Address:

Applicant's Home Address:

E-mail: _____

Applicant's Telephone Numbers (or telephone numbers of person to be contacted on your behalf):

Work: _____ **Home:** _____

Relationship of contact (if applicable): _____

Applicant's Nationality: _____

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in your country of citizenship. Please note, it is very important that you identified your country of citizenship correctly in the preliminary questions. If you entered the wrong country of citizenship when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct your country of citizenship by clicking on the **‘update my answers to preliminary questions’** link on the upper-right hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However, you will not be able to make changes to your application.

STEP 8: Supporting documentation needed to complete your application

Your application is not considered complete until the Fulbright Program Office in your country of citizenship receives all your supporting documentation. The following must be forwarded to your Fulbright Program Office: the signature form; three letters of reference/recommendation; official academic transcripts from all post-secondary schools attended, copies of diplomas for all post-secondary schools attended, and original English translations (when necessary). Academic transcripts: **Applicants must submit official, complete and certified academic documents covering the entire period of study at universities and other post-secondary institutions. Documents must be accompanied by complete official English translations. These documents must consist of:**

1. One certified, official record (transcript) from each university or post-secondary institution you attended, even those schools from which you did not receive a degree or diploma. The transcripts should list the subjects you studied and the grades you received during each year of your enrollment. Official transcripts must be submitted directly from the schools in sealed envelopes to your Fulbright Program Office.
2. Certified, official evidence of each post-secondary or university degree, diploma or certificate awarded to you should be included as part of the completed application.
3. Individual Fulbright Program Offices may require that you complete additional forms as part of your Fulbright application. Check the requirements for your Fulbright Program Office.

- a. **Standardized tests:** Check with your Fulbright Program Office to find out which standardized tests are required for completion of this application. You will be required to take one or more of the following standardized tests to gain admission to a U.S. university. For instructions on registration, contact the Fulbright Program Office, the Regional Testing Center for your country, or the Educational Testing Service, Princeton, New Jersey 08541, U.S.

1. **Tests of English Language Proficiency**

- a. **TOEFL** (Test of English as a Foreign Language): TOEFL is an admissions requirement at U.S. institutions for applicants whose native language is not English. All non-native English-speaking candidates should immediately register for TOEFL.
- b. **TWE** (Test of Written English): The TWE is designed to measure an individual's ability to communicate in writing in English. It consists of essay questions similar to those which students are expected to produce as part of their classroom work at colleges and universities in the United States. The TWE is only administered at paper and pencil TOEFL test locations. The TWE is included as part of computer-based TOEFL.
- c. **TSE** (Test of Spoken English): The TSE is designed to measure an individual's ability to communicate verbally in English. Graduate candidates who are recommended for teaching assistantships should register for this test.
- d. **MELAB** (Michigan English Language Assessment Battery): The MELAB may be accepted as a preliminary English proficiency evaluation for nonnative speakers of English who have not yet been able to sit for the TOEFL exam.
2. **GRE** (Graduate Records Examination): The GRE is required by U.S. graduate schools and/or departments for candidates in most fields other than Business Administration and Law. You should make every effort to register for the earliest possible administration of the GRE. The GRE score should be a minimum combined verbal/quantitative score of 1000.

GRE SUBJECT TESTS are required in certain fields. If a GRE Subject Test is offered in your field of study, you should make every effort to register for the earliest possible administration of this exam.

3. **GMAT** (Graduate Management Admissions Test): GMAT is an admissions requirement for applicants proposing to study Business or Management, as well as any fields which may fall within the scope of offerings of a Business school or department. Arrangements should be made immediately to take the GMAT. A competitive GMAT score should be close to 600 to pursue an MBA.

IMPORTANT

Note carefully, you **MUST** indicate that you want your score reports sent to:

**Inst. of Intl. Educ., New York (IIE)
CODE 2326**

You must be sure to indicate this code (2236) on the registration forms and on the answer sheets provided at the time you take the examinations.

OTHER IMPORTANT INFORMATION

1. **Duration of Grants:** Fulbright grants and other fellowships, assistantships, scholarships and educational grants are generally awarded for one nine to twelve months beginning in August or September. Candidates appointed to certain types of Fulbright grants may be required to arrive during the summer for an introductory course or intensive English program prior to the academic year. In some cases, arrangements may be made for an extension of the period of grant beyond the first academic year. Candidates should not assume, however, that awards are automatically renewable.
2. **Duration of Degrees:** The length of your degree program may exceed the available funding and sponsorship limits of your Fulbright grant. The requirements for completing academic work toward a degree vary depending upon the degree desired, the candidate's academic background and the regulations of the individual U.S. institution to which the candidate is admitted. It is usually not possible to obtain a degree in one academic year. Although the minimum time required for a Master's degree is one academic year, a student should expect to spend from at least one Summer session to an additional academic year to complete the academic requirements. For the Doctoral degree, at least two to three academic years are required beyond the master's degree. However, many doctoral students find four or five years necessary, and in some cases even longer.
3. **Change of Plans:** You should promptly inform your Fulbright Program Office of any change in your academic status or future plans after your application has been submitted.